



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

MANUFACTURED HOUSING COMMISSION
Ottawa Building, Upper Level Conference Room #4
611 West Ottawa Street
Lansing, Michigan 48933

MINUTES
September 13, 2017
10:00 a.m.

MEMBERS PRESENT

Mr. Steve Karbal, Chairperson
Mr. Bryan Davis
Mr. Kevin Barker
Ms. Margaret Mularoni-Burns
Ms. Patti Jo Schafer
Mr. Phillip Copeland
Mr. William Lettinga

MEMBERS ABSENT

Vacant, Manufactured Housing Park Resident
Vacant, Mobile Home Resident Organization

DEPARTMENT PERSONNEL ATTENDING

Mr. Keith Lambert, Director, BCC
Ms. Nancy Johnston, Department Analyst, Administrative Services Division, BCC
Ms. Sara Leiby, Secretary, Administrative Services Division, BCC
Ms. Bridget Smith, Assistant Attorney General

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Mr. Lambert called the meeting to order at 10:05 a.m. A quorum was present at that time.

2. NOMINATION AND ELECTION OF OFFICERS

A **MOTION** was made by Commissioner Lettinga and **SECONDED** by Commissioner Davis to nominate Commissioner Karbal as Chairperson. **MOTION CARRIED.**

A **MOTION** was made by Commissioner Barker and **SECONDED** by Commissioner Mularoni-Burns to nominate Commissioner Lettinga as Vice Chairperson. **MOTION CARRIED.**

3. APPROVAL OF AGENDA

A **MOTION** was made by Commissioner Davis and **SECONDED** by Commissioner Lettinga to approve the agenda. **MOTION CARRIED.**

4. APPROVAL OF MINUTES

A **MOTION** was made by Commissioner Lettinga and **SECONDED** by Commissioner Davis to approve the minutes of the June 21, 2017 meeting. **MOTION CARRIED.**

5. VARIANCES

A. PR2017MHP-000023, Raisin Ridge MHC

Mr. Ronald Blank's request for variance for Raisin Ridge MHC was presented to the Commission for relief from the requirements of Rule 905(5) of the 2008 Manufactured Housing General Rules.

Mr. Blank was present and provided testimony for the review.

Following discussion, a **MOTION** was made by Commissioner Mularoni-Burns and **SECONDED** by Commissioner Lettinga to approve the request for variance extending the permit until February 17, 2023, contingent upon complying with all other requirements of the act or permits thereunder, including but not limited to all Department of Environmental Quality approvals. **MOTION CARRIED.**

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

Chairperson Karbal expressed need for framework in which Commission can grant a variance request and requested the Bureau to review the plans per the current standard in comparison to the standard in which they would be granting the request under.

Mr. Lambert explained that since it is the public body's role to make the decision for variance requests, the Bureau provides the material provided by the applicant and does not evaluate, make a recommendation, and/or determination since it is the public body's decision making ability per advice provided by counsel.

Ms. Smith added that the Commission is already including in the order that it is contingent upon complying with all other requirements of the act otherwise and the rules and statute provide what the applicant must provide. The Commission may need additional rules for additional information or may postpone a decision to get information from the Department.

Mr. Lambert suggested that the Commission may be able to develop an application and propose to counsel the format and expected content of supporting material to be provided by the applicant for the variance request.

The Department will research the matter further and place it on the agenda for the next meeting scheduled for December 6, 2017.

8. BUREAU REPORT

Mr. Lambert provided information on the following:

A. FOIA

Board members and commissioners are considered state employees when serving in this capacity and applicable Freedom of Information Act (FOIA) requests will be forwarded to commissioners as required by law. Commissioners will need to comply with the request within 2 business days due to internal FOIA processing deadlines. Ms. Nancy Johnston, was introduced as the FOIA liaison for the Bureau. Ms. Johnston will also be assisting with the Bureau's Boards' and Commissions' business.

Additionally, Mr. Lambert shared the following with the Commission:

The Bureau underwent a Lean Process Improvement (LPI) for rule and code promulgation to reduce the Department's internal timeframe on the process. Mr. Lambert summarized the significant changes with the new process.

The Bureau's website, www.michigan.gov/bcc, is being updated to provide for more efficient organization of information.

The Ski and Amusement Programs from the Bureau of Corporations, Securities, & Commercial Licensing will transfer to the Bureau of Construction Codes and merge with the Elevator Division by the end of this year.

The annual inspection process has changed. Inspectors submit inspection reports to the Licensing and Compliance Division for review and determination. An annual inspection update will be provided at the next scheduled meeting.

Chairperson Karbal recommended Commission training be provided at the next scheduled meeting since the majority of the Commission have not been trained.

9. PUBLIC COMMENT

None

10. 2017 MEETING DATES

The Commission is scheduled to meet at 10:00 a.m. at 611 W. Ottawa, Lansing, MI 48933 on December 6, 2017.

11. ADJOURNMENT

A **MOTION** was made by Commissioner Mularoni-Burns and **SECONDED** by Commissioner Lettinga to adjourn the meeting at 11:58 a.m. **MOTION CARRIED.**